

Early Years Inspectorate Regulatory Report School Age Services

TUSLA Identifier:	TU2021DSO18SA
Name of School Age Service:	Lilys Before & After-School Childcare
Name of Registered Provider(s):	Eoin Doyle
Address of School Age Service:	Ballyboden St. Endas GAA Clubhouse Firhouse Road Knocklyon Dublin 16
Eircode:	D16A2F8

Date(s) of Inspection:	14 November 2023			
Number of school age children present during inspection:	AM		PM	57
Registration status:	Registered 14 July 2021			
Conditions (if applicable):	Not applicable			

Address of the Early Years Inspectorate	Tusla Early Years Inspection Service Primary Care Centre Church Avenue Tullamore Co. Offaly
Inspection undertaken by:	A Spain M McDonnell
Title:	Registration Support Manager Early Years Inspector

Early Years Inspectorate Regulatory Report

School Age Services

Authority to Inspect

Tusla's Early Years Inspectorate carries out inspections of Early Years Services under Section 58(J) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

Description of Service:

Lilys Before & After-School Childcare is located in a sports complex on the outskirts of a residential area in Knocklyon. The standalone privately operated service cares for children in the age range 4 to 12 years. The service offers a school age service between the hours of 7.30am and 9.30am and between 1.00pm and 6.30pm during school term. The service is operational from 7.30am to 6.30pm outside of school terms. Rooms in use in the service are located on the ground floor of a two storey building and include a spacious school age room, storerooms for both personal belongings and spare clothing, sanitary accommodation for children and staff and a shed in the back yard to store toys and play equipment. The service has access to the kitchen in the building to reheat dinners provided by the service and foods that children bring to the service from home. Outdoor space is provided at the back of the building. Children also avail of a pitch for play across the road from the service.

Staffing:

The service is staffed by eight adults working directly with the children and includes the service's person in charge. A cook and cleaning staff member work in a supernumerary capacity in the service. Both the regional manager and registered provider do not work directly in the service.

Additional Information:

The inspection was conducted on 14 November 2023 as a follow up to an inspection that was conducted on 17 November 2022.

Legislation

Tusla's Early Years Inspectorate is the independent statutory regulator of School Age Services in Ireland, and its role is to promote and monitor the safety and quality of school age care provision in accordance with the following legislation:

- The Child and Family Agency Act 2013, Part 12.
- Child Care Act 1991 (Early Years Services) (Registration of School Age Services) (Amendment) Regulations 2022.
- The Child Care Act 1991 (Early Years Services) Registration of School Age Services Regulations 2018 (S.I. 575 of 2018).

A school age service means any early years' service, playgroup, day nursery, crèche, day-care or other similar service which:

- a) caters for children under the age of 15 years enrolled in a school providing primary or post-primary education,
- b) provides a range of activities that are developmental, educational and recreational in manner, which take place outside of school hours, the primary purpose of which is to care for children where their parents are unavailable, and
- c) the basis for access to which is made publicly known to the parents and guardians of the children referred to in point (a) above.

It is the responsibility of a registered provider to ensure the safety and well-being of school age children and the above legislation authorises Tusla to assess compliance with the Regulations.

Inspection Methodology:

The inspection is unannounced to assess compliance with the Child Care Act 1991 (Early Years Services) Registration of School Age Services Regulations 2018 (S.I. 575 of 2018), Child Care Act 1991 (Early Years Services) (Registration of School Age Services) (Amendment) Regulations 2022, and the Child Care Act 1991, Section 58 as amended by Part 12 of the Child and Family Agency Act, 2013.

The findings on inspection are gathered through a triangulation method, including:

- Information obtained through examination of documentation.
- Direct observation.
- Discussion with relevant staff.

This inspection aims to determine the extent to which service is appropriate for the care, safety, and wellbeing of children in accordance with the regulations cited above.

Inspection findings are documented in the School Age Services inspection report which is first issued in draft format to the service with an opportunity to respond to any findings. Where statutory requirements are identified as not being met, the registered provider must demonstrate how they have corrected the non-compliance and how they will prevent them from reoccurring. The Corrective Action and Preventive Action plan (CAPA) will be used to inform decisions about compliance with regulatory requirements. Where the registered provider fails to meet the statutory requirements, an escalation process may be commenced.

The Inspectorate reserves the right to edit CAPA responses received for reasons including clarity, completeness and compliance with administrative and legal processes.

The contents of the report are compiled by the Inspectorate body.

Acknowledgements:

The inspector(s) wishes to acknowledge the cooperation of the children, regional manager, person in charge and staff who were present on the day of inspection.

Summary of Findings:

The service was found to be compliant in:

- Regulation 8: Vetting disclosures;
- Regulation 9(1)(2)(4): Staffing levels;
- Regulation 11(b): Premises;
- Regulation 12: Insurance;
- Regulation 13(1)(a)(b)(c): Complaints;
- Child Care Act 1991, Section 58(G) as amended by Part 12 of the Child and Family Agency Act, 2013

Regulation 8: Vetting disclosures

(1) A registered provider of a school age service other than a childminding service shall ensure that each employee, unpaid worker and contractor is suitable and competent, taking into consideration the nature of the needs of children, including by-

- (a) consideration of references from the person's past employers, if any, and in particular the most recent employer, if any,*
- (b) consideration of references from reputable sources in the case of a person who has no past employers,*
- (c) consideration of the vetting disclosure received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of the person, and*
- (d) ensuring, insofar as is practicable, that where a person has lived in a state other than the State for a period of longer than 6 consecutive months, he or she provides police vetting from the police authorities in that state.*

(2) The procedures specified in paragraph 1 shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the school age service.

Regulatory Requirement Met

(1)(a)(b)(c)(d)

The inspector reviewed the files of the eight staff who worked directly with the school age children and the registered provider.

The two written and validated references were held on file for the eight staff who worked in the service and the registered provider from past employers or reputable sources other than past employers. A garda vetting disclosure was held on file in respect of all staff members.

Police vetting was held on file for one staff member who had worked outside of the State for more than six consecutive months.

(2)

A review of vetting procedures confirmed that procedures were carried out prior to the appointment of staff to work in the service.

Regulation 9: Staffing levels

(1) Subject to this Regulation, a registered provider of a school age service other than a childminding service shall ensure that there is at all times an adequate number of competent and suitable adults on the premises while the service is operating.

(2) Without prejudice to paragraph (1), a registered provider of a school age service other than a childminding service shall ensure that there is a minimum ratio of 1 adult to 12 children at all times while the service is operating.

(4) A registered provider of a school age service shall ensure that the school age children attending the service are appropriately supervised at all times.

Regulatory Requirement Met

(1)(2)

Seven staff members were working directly with 57 children on the day of inspection. The person in charge was present in a supervisory capacity and to assist both children and staff as required.

(4)

Staff were observed to assist children as required, provide direct supervision, and monitor children leaving the room to use the toilets as required.

Regulation 11: Premises

A registered provider of a school age service shall ensure that-

- (a) an outdoor space to which the school age children attending the service have access on a daily basis is provided on the premises, or*
- (b) where no such space is provided, the school age children attending the service have access on a daily basis to an outdoor space.*

Regulatory Requirement Met

(b)

The registered provider of the service had ensured that the children attending the service had daily access to an outdoor space close to the service. The person in charge outlined the procedure for taking children on a rota basis to the outdoor space.

Regulation 12: Insurance

A registered provider shall ensure that the school age service is adequately insured.

Regulatory Requirement Met

The service had insurance cover for a maximum number of 80 school age children at any one time. The maximum number present on the day of inspection was 57 children. Insurance was valid from 28 March 2023 to 27 March 2024.

Regulation 13: Complaints

- (1) A registered provider of a school age service other than a childminding service shall ensure that the complaints policy of the service specifies—*
- (a) the procedure to be followed by a person for the purposes of making a complaint in relation to the service,*
 - (b) the manner in which such a complaint shall be dealt with, and*
 - (c) the procedures for keeping a person who makes such a complaint informed of the manner in which it is being dealt with.*

Regulatory Requirement Met

(1)(a)(b)(c)

The complaints policy detailed the procedure for making verbal and written complaints, how complaints were dealt with and the procedure for keeping the complainant aware of how the complaint was followed up. There was no record of complaints in the service. The manager confirmed that no complaints were received by the service.

Child Care Act 1991, Section 58(G) as amended by Part 12 of the Child and Family Agency Act, 2013

It shall be the duty of every person providing an early years' service to take all reasonable measures to safeguard the health, safety and welfare of children attending the service and to comply with regulations made by the Minister under this Part.

Regulatory Requirement Met

During the inspection, the inspectors observed the health, safety and welfare of the children being supported by the following:

- The programme of activities documented in the service included both indoor and outdoor play and games. The children's arts and crafts work was on display in the service. Before children's arrival to the service, the inspectors observed staff preparing artwork for the children which included pictures to colour depicting the forthcoming Christmas season. Children were observed to enjoy colouring and drawing pictures on the day of inspection. Additional sheets of paper were observed to be provided at the request of children in attendance.
- The manager in the service advised on how children were safely taken to the outdoor space in small groups for the weekly coaching activities provided in the service. A staff member confirmed that during the first week of employment in the service induction was provided in relation to taking children outdoors. The procedure outlined was in line with the outings policy developed following the last inspection of the service.
- Staff entrance to the school age room from the front hallway in the building was secured with a keypad system to guard against unauthorised access from other rooms in use in the community building and from the outdoors. It was acknowledged that the keypad had

been inserted on the door since the last inspection of the service.

- Staff who collected children from the adjoining three schools were observed to have a list of children to collect daily. On arrival to the service, the list was cross referenced with the service daily attendance record for children. Subsequent to the arrival of the last group of children, a roll call was conducted by the person in charge to confirm that all rostered children for the day of inspection were present. The measures taken and observed by the inspectors on the day of inspection addressed the non-compliance identified on the last inspection of the service.
- The record of fire drills maintained in the service showed that monthly fire drills were conducted in accordance with the documented fire safety policy for the service. The most recent fire drills were recorded on the 31 August 2023 and the 21 September 2023.
- Children arrived to and left the service from an exit door at the back of the building. A bell was provided on the outside of the door to signal the arrival of parents and to replace the steel bar which was removed following the last inspection of the service.
- A review of a sample of entries in the service's accident and incident book by the inspector confirmed that accidents and incidents were recorded by the relevant staff member. Accident and incident records were countersigned by both the manager of the service and parents. A staff member confirmed that training on completing entries in the accident and incident book was part of training during the first week of working in the service.
- A record of induction conducted with all staff members was held in the service and available for inspection. A staff member confirmed that they received induction prior to taking up a position in the service. Both the manager indicated, and a new staff member confirmed that they shadowed existing staff members on taking up appointment in the service.
- A store room was available directly off the playroom to store materials in use in the service and staff personal belongings. This matter was brought to the service on the last inspection of the service.
- At dinner time in the service, children were observed to enjoy a hot lasagne dinner and food provided from home.